

Brown Bagging for Calgary's Kids



School and Community Group Information Tool



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Introduction

[Brown Bagging for Calgary's Kids \(BB4CK\)](#) partners with Calgary schools to ensure healthy lunches are provided to students who would otherwise go without.

Over 4,000 children are impacted each school day by lunches and snacks made and delivered to Calgary schools by volunteers working in BB4CK's downtown kitchen and in community kitchens across the city.

Welcome to the Brown Bagging for Calgary's Kids community!

We are happy that you are joining us, thank you for taking meaningful action to help ensure there are no hungry kids in our city.

At this point, you have your venue, volunteers, and school partners organized – now to create lunches and start feeding kids!



OUR VISION

COMMUNITIES
THAT MAKE SURE ALL
KIDS
ARE FED

OUR MISSION

CONNECT & INSPIRE
PEOPLE TO TAKE
MEANINGFUL ACTION TO
FEED AND CARE FOR
KIDS

OUR VALUES

PEOPLE, TRUST & ACTION

This Information package includes:

- A guide to funding and creating lunches
- Health and safety procedures
- Meal planning and grocery shopping tools

Funding the Lunches

Involve your community and school community/parent council in food drives and fundraising opportunities to support and help fund your program and empower your community to directly impact children in neighbouring schools.

Ideas to engage within your school(s) could include:

- Create a sharing table, pantry or fridge - supervised by a school staff member, school families/students can bring in extra food to contribute to the sharing table. Students who need food can choose items for lunch from the table with the help of the supervisor. Non-perishable snack items are recommended - extra items can be kept for future need.
- Families who would like to help can send an extra lunch or non-perishable snack items to the school on a rotating basis. Any extra non-perishable snack items can be kept for future need.
- At the next parent council meeting, let the council know that there are children in their own school, possibly in their child's own class, that are coming to school hungry. Look to these parents for strengths and talents they can share, such as organizing, communication, financial support, grocery shoppers, preparing lunches, locations to prepare lunches, connections in the community for purchasing food, etc. Welcome all who would like to help, be flexible and creative, and enjoy setting up a program that will make a difference and feed and care for kids in your community!

There are many opportunities to involve your community in assisting with grocery costs. Investigate connections with local markets, bakeries and grocers to determine if they have an in-kind donation program that can support your school or community group. Try local, independent locations first then consider chain stores in the area.

Local small businesses are usually eager to find ways to support their community. Please see the appendix for a sample request letter.

To stretch your funding dollars further, buy produce that is in season, shop grocery sales, price match with flyers and utilize coupons. There are websites and apps (like Flipp) that provide excellent resources for these budget saving activities. The dollar store can be a wonderful place to pick up supplies as well.

BB4CK funding for grocery shopping can be provided in the form of grocery gift cards. Lunches are created for up to \$2 maximum per lunch. Creating a monthly budget will help your group manage its funds and forecast future funding needs. Requests for BB4CK funding can be made by e-mailing your BB4CK contact or info@bb4ck.org. Grocery receipts or their copies must be submitted to BB4CK at the end of the year, end of the school year and when requesting additional funding. Receipts can be mailed to 310, 223 12th Ave SW, Calgary AB, T2R 0G9, or scanned or photographed and emailed to your BB4CK contact.

Your school's BB4CK program could also receive funding through invoicing.

External Grant Opportunities

Your group may be eligible for additional funding for your program through external grants. The Calgary Foundation is a local community foundation that has two grants that may be a good fit for your group:

- Community Grants: <http://www.calgaryfoundation.org/grants-awards/community-grants>
- Neighbor Grants: <https://calgaryfoundation.org/grantsawards-loans/types-of-grants/grassroots-grants/neighbour-grants-2>

The Calgary Youth Foundation, operated by Youth Central, has a grant opportunity that focuses on funding programs run by youth. Deadline is typically in the fall.

<https://youthcentral.com/programs/cyf>

First Calgary Financial branch has grants to help kick start community initiatives, supporting grassroots projects and events making an impact in local neighbourhoods surrounding their branches. <https://www.firstcalgary.com/community-impact/grant-applications>

There are a number of organizations in our city working to feed Calgarians. Connect with programs like the Calgary Food Bank's Food Link program or Community Kitchen Program of Calgary's Spin-A-Round program to learn more about how they can support kids in your community.

For a full list of additional supports, please see the appendix.

Volunteers

A group of dedicated volunteers will help build and sustain a successful lunch program for students in your school(s) and/or community. The size of your volunteer group will vary based on the needs of your school(s). When growing your volunteer group, look to your community and school community for helping hands.

Share your story with others and encourage them to get involved, sharing their time and talents in a way that is mutually beneficial.

Everyone has diverse skills and experiences that can help feed kids!

Create a safe space of respect and belonging for volunteers and find simple ways to manage your group. Develop a guideline of standards and expectations for volunteers and ensure all volunteers understand their responsibilities. Assign specific volunteer roles and responsibilities, or create an online volunteer shift sign-up sheet. Foster teamwork and community by ensuring volunteers are introduced to one another – nametags are great when welcoming new individuals to your group.

Specific volunteer roles in a group can include:

- Community Connector: The group lead, facilitating connections between the schools, community, and BB4CK.
- Community Developer: Facilitating external donations/gifts/fundraisers
- Meal Planner/ Budget Planner
- Grocery Shopper
- Lunch Makers
- Lunch Drivers/Deliverers

Your amazing volunteers make your program possible! Have fun as a group and learn together. Never underestimate a simple thank you - express gratitude and appreciation often. As part of the larger BB4CK community, we love to say thank you to your group too! We will share updates about BB4CK and invitations with your group to our volunteer appreciation events. We look forward to seeing you there!

Consider organizing a volunteer appreciation event for your group, like a coffee social, potluck lunch, or holiday gathering. These opportunities are a great way to say thank you and to discuss and brainstorm ideas about how to grow your program.

You and your volunteers are welcome to visit our kitchen or another community group for a hands-on learning opportunity. If interested, please let your BB4CK contact know and we will plan your visit.

Lunch Preparation

Lunch Preparation Room Needs

To ensure lunches are as food safe as possible, we will connect you with Alberta Health Services (AHS) and/or your school board, if applicable. BB4CK will support your group through the process of obtaining a Food Handling Permit for your space, if a permit is required. Permits are obtained free of charge and involve an inspection of your food preparation space.

To obtain a permit, an AHS representative will visit the kitchen space you will be using to prepare lunches for your BB4CK program, inspecting:

- Surfaces and equipment
 - appropriate fridge and freezer storage capacity, and appropriate dry goods storage locations (all food must be stored at least 6 inches off the ground)
- Handwashing and hygiene (sink, dispensable soap access, dispensable paper towel, and nearby garbage bin, dishwashing steps guidelines)
- Temperature controls (fridge/freezer thermometer, enough ice packs to maintain transportation temperatures of 4 degrees Celsius or below, etc.)
- Cleaning and sanitizing (chemicals used, dishwasher access, etc.)
 - Food grade sanitizer (eg. QUATS) measured at a concentration of 200-400ppm and sanitizing testing strips to measure the concentration of your QUATS sanitizer.

AHS will then advise on the types of food you can prepare for BB4CK in your space.

The room where you prepare lunches must have access to running water for hand washing and sanitization, and tables/counter space for food preparation. Fridges used to store food must have a thermometer and tracked temperature to ensure food is adequately kept cool. A nearby first-aid kit is also required.

Health & Safety

We are passionate about our work and diligent in ensuring our lunches are nutritious, delicious and safe.

The designated present, hands-on supervisor(s) overseeing lunch making for your group MUST visit the Environmental Public Health web page (<https://www.albertahealthservices.ca/eph/page3151.aspx#online>) and complete the online, interactive Alberta Food Safety Basics course. Please print and keep a copy of your certificate.

This course is free of charge, available for multiple users in various languages and covers all areas required to ensure that lunches are prepared and stored in a safe manner. We strongly encourage all volunteers involved with food preparation to complete this short course.

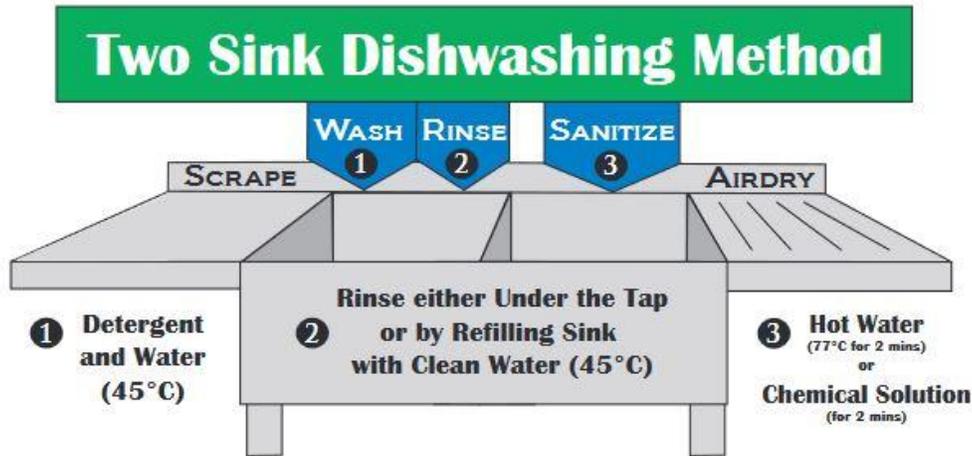
Additional food safety resources can be found in Appendix 3.

Health and safety guidelines to follow:

- Do not make lunches if you are not feeling well. If you are sick, please wait 48 hours before handling any food.
- Short sleeved shirts or shirts with sleeves that can be rolled up are ideal.
- Avoid wearing bulky or dangling jewelry and please tie back long hair.
- Use hairnets or wear a hat with hair pulled back.
- Bandage any cuts on hands or fingers completely.
- Please be diligent in washing your hands thoroughly with warm water and liquid soap for a minimum of 20 seconds. Dry with paper towel. At BB4CK, we utilize proper handwashing technique and the use of disposable gloves to help prevent the spread of germs.
- **All food handlers must wear gloves, and must wash their hands and change their gloves prior to moving to a new task to prevent germ transfer and cross contamination.**
- Once your hands are clean, do not touch anything prior to putting gloves on your hands. This includes the food you are working with, tables, garbage cans, your hair, face or sleeves/clothes, glasses, etc.
- Once gloved, please only touch the food, clean utensils and clean kitchen equipment you are utilizing for lunch making. If you do touch something other than those items (your face, clothes, another person, drawers, cupboards) please remove your gloves, re-wash your hands and apply a new pair of gloves before picking up where you left off. Bacteria can grow between your hands and gloves, hands must be re-washed before wearing new gloves. If you drop something, leave it. You can ask someone not handling food to pick it up for you. When baking, gloves must be discarded and hands re-washed and re-gloved after adding raw eggs to your baking mix.
- Avoid coughing or sneezing near the food preparation tables. Move away from the table, cough into your elbow, discard your gloves, wash thoroughly and put on new gloves.



- Prepare food on clean and sanitized tables only. Tables should undergo a three step method: washed once with hot, soapy water, followed by a hot water rinse, and followed by diluted bleach (1/2 tsp bleach per 1 liter water) or other approved and appropriately concentrated sanitizer.



APPROVED CHEMICAL SOLUTIONS

Chlorine Solution = 100 ppm
Dilution of 5% Bleach (Chlorine):
 • 1/2 tsp per liter of water
 • 1 tbsp per gallon of water

Quats Solution = 200 ppm*
Dilution of Quats: Follow manufacturer's instructions
 * Concentration may vary depending on manufacturer's instructions

Iodine Solution = 12.5 - 25 ppm
Dilution of Iodine: Follow manufacturer's instructions

2EPHF-11-009
Created: Sept/11

Retrieved from: <http://www.albertahealthservices.ca/assets/wf/eph/wf-eh-color-2-sink-dishwashing.pdf>

* Only place food and utensils on food preparation tables. All other items (purses, coffee cups, bread bags, etc.) should be placed on a separate table.

Please reach out to your BB4CK contact if you would like BB4CK health and safety kitchen signage to print and display in your space.

Food Preparation Processes

All food items must be prepared in your designated/permitted kitchen space.

Food prepared in a personal kitchen cannot be distributed to schools and students.

1. Wash hands

2. Wash and sanitize all work surfaces, utilizing a three-step method: washed once with hot, soapy water, followed by a hot water rinse, and followed by diluted bleach (1/2 tsp bleach per 1-liter water) or other approved and appropriately concentrated sanitizer.

Try and split up food items per table (ex. if making meat and cheese sandwiches and also cutting and bagging vegetables for snack, designate one table for sandwich making and one for vegetables).

Volunteers can also be split up per table. Otherwise please re-wash tables (with all 3 steps) and hands before moving from one item to another, this will prevent the transfer of unwanted allergens and stop cross-contamination.

Prepare each station with all required supplies (bowls, spatulas, etc.) Ensure all items are sanitized prior to use. If items are left in a communal kitchen, there is no guarantee they are clean and have not been contaminated with bacteria from hands or incorrect sanitation. When in doubt, sanitize prior to and after use.

3. Sandwich and/or snack making

I. Depending on space available and quantity needed, either dump out all the bread required or divide up and portion to fit space.

*Please avoid letting the bread bags touch the tables. They pass through many hands and are not clean on the outside. Hold the bag above the table and shake the bread out so it falls onto the table. Bread bags can then be placed to the side and recycled afterwards. Whoever is dumping out the buns does not require gloves and must wash their hands afterwards, before touching any food items.

II. When working on sandwiches lay out pieces of bread equal to the sandwiches you need, i.e. 6 pieces of bread for 3 sandwiches.

Scoop, spread and layer all the ingredients onto the bread before closing the sandwiches up and placing them into a bag or wrapping them with plastic wrap. A plastic spatula or butter knife works great for spreading mayo. If working with mixed ingredients such as egg or tuna salad, ice cream scoops work great for portioning. Once a sandwich is completed please place into a fridge or cooled container, do not leave at room temperature while other lunch items are prepared.

*Please be careful with the outside of containers, such as mayonnaise. These jars may pass through many hands before you pick them up with your gloves. The germs on the outside of the jar will transfer onto the glove, which you would then use to touch bread to put the top on your sandwich. Wipe down the outside of containers with the cloth used to

sanitize the tables before you began, then you do not have to worry about transferring bacteria to the food you are preparing.

*Make sure to keep dairy and meat products refrigerated properly and never send out past the expiry date.

*Always wash vegetables and fruit that will be packaged and eaten.

III. If preparing more than one type of sandwich, label the sandwich bags with sharpies for easy distribution. Ex. For egg mark with the capital letter "E", or try color-coding with sharpie colors.

4. Set up a "packing station"

All lunch items are packed into Rubbermaid style containers or cooler bags instead of brown bags. Each container is destined for a specific school, allowing for easier lunch supplementation if only individual items are required, as well as easier transport. If packing at the same time as food preparation, set up a packing station on a separate table. Place the proper number of snacks, fruit/vegetables and sandwiches into the containers, followed by ice packs to keep the items cool in transport, maintaining the temperatures of the lunch items at 4 degrees Celsius or below. Add a note to the bins specifying the date the items were prepared.

5. Cleanup

Make sure all utensils and dishes are cleaned and sanitized, leaving items to air dry. Drying with cloths can transfer harmful bacteria to clean surfaces. Three step wash the outside of the condiment containers to avoid bacteria growth and transfer of bacteria next time lunches are made.

6. Delivery

Off the lunches go – making their way to Calgary kids in time for lunch!

Allergy Considerations

Allergies and food sensitivities are a serious consideration when preparing lunches. Unless otherwise specifically identified by your specific school, BB4CK operates as peanut and tree nut free. Tree nuts can be almonds, cashews, hazelnuts, pine nuts, walnuts and can be found in nut butters, Nutella, baked goods, cereals, granola bars, and more.

When choosing lunch items look for warning statements on food labels, such as “may contain” - even trace amounts of an allergen could cause a severe allergic reaction. Please take caution and re-read packaging to ensure items are suitable. If in doubt, do not send out items. Please do not purchase items from bulk bins at your local grocery stores as they could have traces of nuts. For more information, please check out <https://foodallergycanada.ca>.

It is important to take care not to cross-contaminate food, gloves, or packaging when making lunches.

For example, if you make sandwiches on a table, then proceed to bag vegetables on the same table, without switching gloves and using the same plastic bags that are on the table, the vegetables will be covered in allergens such as gluten, which can cause a reaction for a child eating the vegetables.

To prevent/decrease this risk, re-sanitize the table, re-wash and re-glove before moving from one item to another. You might not be aware of all allergies or sensitivities that may exist for the children you are feeding so it is best to be diligent in avoiding cross-contamination. Another way to minimize allergen contamination is to touch or place on the table only the items immediately needed or keep items designated for specific purposes.

For example, if you place all plastic bags on the table, or continuously reach into the box to grab bags while preparing sandwiches there will be gluten and other allergens from the sandwiches on the box and bags inside. These should be marked as and used only as sandwich bags and not for bagging fruits or vegetables. An alternate option is to have someone with clean hands remove the bags needed and placed on the designated table. As long as the bags and box are only touched with clean hands, there should be no lingering allergens on the bags. If in doubt, re-wash hands before handling.

Food Recalls

To avoid health risks, please subscribe to the Canadian Food Inspection Agency's Email Notification Service for Food Recall Warnings at <http://inspection.gc.ca/english/util/listserv/listsube.shtml> to be alerted of potential risks.

Expiration, Best Before, and Best By Dates

BB4CK references the Food Banks of Canada "Guidelines for Distributing Food- Past the Best Before Date", as found in Appendix 3.

For more information about date labelling on pre-packaged foods, please visit <http://www.inspection.gc.ca/food/information-for-consumers/fact-sheets-and-infographics/date-labelling/eng/1332357469487/1332357545633>.

Please note that some schools may not accept food items past the best before date.

Lunch Delivery

Determining Needs

Connect with teachers and/or support staff to determine the needs of hungry children at your school. What are the numbers of children who will require supplemental lunch items and/or full lunches? Are there any allergies to be aware of? Special preferences or favourite items? Ensure your school has shared information about your BB4CK program with all teachers, administrators, and support staff and they understand how to determine children in need of lunch. Some indicators may include students not coming to school with enough to eat, students experiencing behavioral challenges or fatigue in class, or students who isolate themselves during snack and lunch times.

Lunch Delivery

If delivering to a school, coordinate with the school to determine how they would like the lunches delivered. Determine what time the lunches will be delivered (usually prior to 11 am), parking if required, where in the school the lunches will be left, and who the school contact(s) will be.

Communication with your school contact(s) is key to building a great relationship. Communicate often and openly with one another about your BB4CK program; share updates, discuss needs, changes, successes and opportunities.

For convenience, lunches can be made the day before they are delivered. Double orders could also be made - two days' worth of food can be prepared at one time.

When delivering lunches use a cooler, Rubbermaid style container or an insulated bag with ice packs to keep the lunches cool while in transit between fridges.

Lunches must be placed in a fridge or cooled compartment once completed during prep time, before transit (if lag time), and immediately upon arrival at the school until distributed, in order to remain food safe.

All items must be refrigerated and can only be kept in the fridge for two days.

Leftovers

If at the end of the day, there are leftover lunches or perishable food supplies, please have the school distribute the items to those who would benefit from them, either within the school or send the items home with students for the weekend. If there is consistently leftover food, please discuss needs with the school and adjust the lunch order accordingly to eliminate waste. Some school days may require different order numbers. For example, Mondays may require 10 lunches and Fridays may only require 5 lunches.

Safe Space for Lunches

Working with your school(s), ensure lunches are distributed in a way that makes children feel the best about receiving their lunch. It is extremely important to choose a safe space for lunch distribution, one where students will feel respected, secure and have a feeling of belonging.

Be thoughtful and caring when speaking about the program – please be considerate of the language used to describe the program, maintain the dignity of those receiving a lunch.

Some schools distribute lunches in the cafeteria, a specific classroom, the main office, guidance office or special services office. Some schools transfer items into lunch kits, have snack items available in a bowl or have a lunchroom supervisor offering items to students.

BB4CK Lunches

(Please print this section and keep a copy in your kitchen for reference.)

BB4CK follows the [Alberta Nutrition Guidelines for Children and Youth](#) when selecting food items for our lunches. Please reference Appendix 3 for more information.

What Should a Lunch Look Like?

A healthy lunch packed full of energy and nutrients should have at least:



2-3 servings of
vegetables or fruit



2 servings of
whole grains



½-1 serving of
meats and
alternatives



1 serving of milk
and alternatives

What does this look like?

Ex. Turkey and Cheese sandwich on whole wheat bread

Veggie bag with celery and mini carrots

Apple or orange

Yogurt

Ex. Whole-wheat crackers, cheese cubes, & meat

Fruit salad

Broccoli and tomatoes

Small blueberry whole-wheat muffin



Nutrition is key in your lunches; avoid processed items whenever possible. Be creative when planning lunches, there are so many wonderful ways to incorporate fruits and vegetables, whole grains, proteins and dairy into a variety of meal options. BB4CK lunches do not contain juice boxes, water is best!

When planning lunches and the type of sandwiches you will provide, talk to the school to determine what the students would like to eat and if there are allergies/dietary restrictions.

Grocery List Ideas

** Please remember all lunch items must be **NUT-FREE****

Decide what you would like to send for lunch; utilizing preferences, allergies and quantities to make your decision. If you are unsure, start out simple with a meat and cheese sandwich; usually very popular and easy to put together, especially if your need is small.

You will need:

- Whole wheat bread (1 loaf= 7.5 sandwiches), the first ingredient should be whole wheat or whole grain.
- Sliced turkey (other sliced meat, such as ham, is acceptable and may be more cost effective - be aware that some groups do not eat pork products).
- Cheese (while processed cheese is already sliced, we recommend real cheese).
- Mayo (feel free to play around with condiments that meet your needs).

*Items such as lettuce and tomatoes are a nutritious addition to any sandwich, however please be aware of taste preferences as this can be expensive if they are not eaten. If in doubt, leave these items off of sandwiches.

- Vegetables such as baby carrots, celery, peppers, baby tomatoes and broccoli that can be washed and packed in veggie bags.
- Fruit such as apples, mandarin oranges and grapes (these are easy and do not need much prep).
- Individually packaged yogurt (optional).
- Snacks: fruit cups, applesauce, reduced-sodium crackers, granola bars (NOT covered in chocolate or yogurt), home baked goods (not pre-packaged baked goods).



Fruits and Veggies Portions



Snack Portions



Yogurt Portions

Items best purchased in bulk (great dollar store purchases):

- Spoons for yogurt (if not available through the school)
- Sandwich bags and twist ties (zip bags, like Ziploc bags, tend to be more expensive. Watch for sales and/or coupons.)
- Snack bags
- Gloves (non-latex, powder free recommended, can be provided by BB4CK)
- Hairnets (can be provided by BB4CK)
- Bleach
- Wash/dish cloths
- Hand washing soap
- Dishwashing soap
- Paper towel for hand drying
- Tags that indicate lunch destination if multiple destinations

- Sharpie colors or labels to indicate the type of sandwich if multiple types of sandwiches are being prepared
- Paper/post-its to indicate the date the lunches were packed (included in delivery bin)

Other items needed (great dollar store purchases):

- Utensils for spreading, cutting
- Bowls for food prep (ex. egg salad)
- Cutting board
- Colander to wash veggies & fruit
- Bins or bags to load lunches (can be provided by BB4CK)
- Ice packs, if delivering lunches (can be provided by BB4CK)

Story Telling

We are proud to count your volunteer group as part of the BB4CK community and want to share your story! We love to share the stories of our amazing volunteers and urge you to share your group's experience across social media and within your social circles. You can find BB4CK on [Facebook](#), Twitter (as [@brownbaggingit](#)), Instagram (as [@bb4ck](#)), [LinkedIn](#) and [YouTube](#). We encourage you and your group to engage with us online and share photos and stories of your experiences volunteering!

We love to feature the stories of our community groups on our blog and in our e-newsletter. We will be in touch to capture and share your story with the wider BB4CK community. To read the stories of other groups and see how they make lunches check out the BB4CK blog at bb4ck.org/blog and the BB4CK YouTube page: <http://bit.ly/24GTeD9>.

Feedback

We appreciate your contributions of time, talent and energy and love to hear what you would like to share. Please contact us with any stories, comments or questions. BB4CK collects information about the number of children impacted by lunches on an average day in each school and will request you submit this number to BB4CK bi-monthly, and when requesting additional funding.

At the end of the school year, BB4CK will send your group a school-year end program evaluation. Your participation is greatly appreciated.

Thank you so much for joining Brown Bagging for Calgary's Kids in ensuring there are no hungry kids in Calgary. Have fun and take pride in the knowing that you make a difference with every lunch you make. A lunch can impact a child for the rest of their life!

Appendix 1: Lunch Item Recommendations

*Based off our main kitchen's menu – discuss with your school what will work best for the students you care for.

Sandwich Recommendations

Meat & Cheese sandwich:

- Mayo
- 1-2 pieces of meat
- 1 piece of cheese

Pea Butter & Jam:

- Peanut butter alternative (like NoNuts Pea Butter or Wowbutter)
- Reduced sugar jam

Tuna Salad:

- Can of Tuna (small can makes 4 sandwiches, large can makes 40 sandwiches when mixed with celery)
- Celery, finely chopped (1 piece is enough for approx. 10 sandwiches)
- Carrot, finely shredded (1 piece is enough for approx. 10 sandwiches)
- Mayonnaise
- Sweet Relish
- Olive Oil
- Lemon Juice
- Pepper

Ingredients are in order of largest amount to smallest. The exact measurement depends on quantity, so start with a little and go from there.

*The Canada Food Guide recommends tuna only once a week due to the mercury content.

Egg Salad:

- Boiled Eggs (3/4 egg mixed with celery per sandwich)
- Celery, finely chopped (1 piece is enough for approx. for 10 sandwiches)
- Mayonnaise
- Salt
- Vinegar
- Mustard Powder
- Pepper

Ingredients are in order of largest amount to smallest. The exact measurement depends on quantity, so start with a little and go from there.

Simply scoop ingredients onto bread. (Ice cream scoops work great for portioning).

*Hard boiled eggs must be cooked at a high temperature until the yolk and white are firm. Make sure to cool eggs down quickly using running water and keep them refrigerated as long as possible

Snack Recommendations

Vegetables

Vegetables are a must have in lunches. We highly recommend serving raw vegetables without dip, however hummus, salsa & pea butter are great alternative options to dip.

- Broccoli
- Carrot sticks or baby carrots
- Cauliflower
- Celery sticks
- Snap peas
- Snow peas
- String beans
- Tomato slices or grape or cherry tomatoes
- Cucumber
- Peppers (green, red, or yellow)
- Yellow summer squash slices
- Zucchini slices

Salads of any combination work great as well, just be careful if adding dressings or sauce.

Fruits

Fruit is a healthy and easy addition to lunches. Any items are fine, however for convenience and budgeting, these are the most commonly used:

- Apples
- Mandarin Oranges
- Bananas
- Pears

Others include but are not limited to:

- Apricots
- Blackberries
- Blueberries
- Cantaloupe
- Cherries
- Grapes
- Honeydew Melon
- Kiwis
- Nectarines
- Oranges
- Peaches
- Plums
- Raspberries
- Strawberries
- Watermelon (cut into triangle wedges)

Healthy Grains (bread, crackers, cereals, popcorn, etc.)

Please remember to keep all snacks peanut and tree-nut free

- Pretzels
- Popcorn
- Reduced-sodium crackers
- Whole-grain crackers like Triscuits
- Whole wheat english muffins, pita, or tortillas
- Rice cakes
- Baked tortilla chips
- Granola and cereal bars (not chocolate or yogurt covered)
- Breakfast Cereal: Pick a cereal that is made with whole grains, bran or oats. A "high fiber" cereal provides at least four grams of fiber per serving. Oat and wheat bran cereals may not be whole grain but they are still high fiber choices.

Can't decide? Fruit salad is a great way to make different combinations, just make sure not to add any sugar! Our kids are sweet enough!

When choosing snacks, select items made with whole grains and that are lower in fat, sugar and salt. Examples of whole grains include amaranth, brown rice, buckwheat, bulgur, whole oats or oatmeal, whole rye, whole-wheat flour, and wild rice.

If baking, or choosing baked products, choose whole grain options like whole-wheat flour.

Compare the nutrition facts table on labels to the criteria below from the Alberta Nutrition Guidelines for Children and Youth (link to full guide available in Appendix 3) and choose items as often as possible that best fit these guidelines.



Baked Whole Grain Products and Cereals with Fruit and/or Vegetables

Nutrition Facts

Per ½ muffin or quick breads = 35 g
 Cold cereal = 250 mL / 1 cup or 30 g
 Hot cereal = 175 mL / ¾ cup / 175 – 190 g
 Granola bar and cookie(s) = 30 g to 38 g
 Granola type cereal = 80 mL / ½ cup or 30 to 35 g
 Pancake or waffle = 35 g
 Bagel = ½ or 45 g

Amount	% Daily Value (DV)
Fat ≤ 5 g	
Saturated ≤ 2 g	
+Trans 0 g	
Sodium ≤ 200 mg	
Carbohydrate	
Fibre ≥ 2 g	
Sugars ≤ 12 g; no artificial sweeteners	

Baked Whole Grain Products and Cereals with Fruit and/or Vegetables

Nutrition Facts

Per ½ muffin or quick breads = 35 g
 Cold cereal = 250 mL / 1 cup or 30 g
 Hot cereal = 175 mL / ¾ cup / 175 – 190 g
 Granola bar and cookie(s) = 30 g to 38 g
 Granola type cereal = 80 mL / ½ cup or 30 to 35 g
 Pancake or waffle = 35 g
 Bagel = ½ or 45 g

Amount	% Daily Value (DV)
Fat ≤ 5 g	
Saturated ≤ 2 g	
+Trans 0 g	
Sodium ≤ 200 mg	
Carbohydrate	
Fibre ≥ 2 g	
Sugars ≤ 12 g; no artificial sweeteners	

Whole Grain Baked Products

Nutrition Facts

Per Muffin (½) or quick breads = 35 g
 Granola bar and cookie(s) = 30 g to 38 g
 Pancake or waffle = 35 g

Amount	% Daily Value (DV)
Fat ≤ 5 g	
Saturated ≤ 2 g	
+Trans 0 g	
Sodium ≤ 200 mg	
Carbohydrate	
Fibre ≥ 2 g	
Sugars ≤ 10 g; no artificial sweeteners	

From Alberta Nutrition Guidelines for Children and Youth. Government of Alberta. (2012)

Need help deciding between two similar products? Check out this link for help:

<http://www.hc-sc.gc.ca/fn-an/food-guide-aliment/choose-choix/grain-cereal/tips-trucs-eng.php#read>

Low-Fat Dairy Foods

- Yogurt
- Low-Fat Cheese, like cheddar and mozzarella
- Kefir

Keep an eye out for low-fat products that contain a high amount of sugar and/or sodium and choose options with no artificial sweeteners.

Yogurt/Kefir from Milk

Nutrition Facts

Per 175 g / ¾ cup

Amount	% Daily Value (DV)
Fat ≤ 3 g	
Saturated ≤ 2 g	
+Trans ≤ 0.3 g	
Sodium ≤ 120 mg	
Carbohydrate	
Sugars ≤ 12 g; no artificial sweeteners	
Protein ≥ 6 g	
Calcium ≥ 15 % DV	

Compare the nutrition facts table on labels to the criteria above from the Alberta Nutrition Guidelines for Children and Youth (link to full guide available in Appendix 3) and choose items as often as possible that best fit these guidelines.

Need help deciding between two similar products? Check out this link for help:

<http://www.hc-sc.gc.ca/fn-an/food-guide-aliment/choose-choix/milk-lait/tips-trucs-eng.php#read>

Additional Options

While choosing fresh fruits and vegetables is always preferred, we understand that sometimes items that are non-perishable or have an extended shelf life need to be used.

- Fruit sauce/cups: choose options with no added sugars or artificial sweeteners.
- Dried fruit: choose options with no added sugars or artificial sweeteners. Do not purchase items out of bulk bins as they may contain traces of nuts.
- Fruit & Veggie bars & snacks: choose options made with 100% fruit/vegetable puree/juice.

Appendix 2: Donation/Sponsorship Request Letter Example

DATE

Dear NAME,

Every day, Brown Bagging for Calgary's Kids (BB4CK) helps ensure that over 4,000 students in our city receive lunch at school – a lunch they would otherwise go without. This is only possible because of the support of amazing Calgarians coming together to give their time and financial support.

Today, I am writing to you because I'm part of a group of people who live in the community of [REDACTED], near your business, who are going to be giving our time to make lunches for kids at [REDACTED] school who would otherwise be hungry.

Right now, we are aware of [REDACTED] kids at this school who are going to school without enough to eat. We are going to meet [REDACTED] times each week and make lunches (sandwiches, vegetables, fruits and snacks) for these kids, and deliver them to the school.

[REDACTED] (the business) has a wonderful reputation of supporting our local community. We are hopeful that you will support us in feeding these kids as well. Would you consider making a donation of [REDACTED] each week, to be included in these lunches? We would be happy to arrange to pick up the donations as is convenient for you, and make any additional arrangements to make this easy.

Thank you for considering a contribution to this project. You are going to be an invaluable part of ensuring that every kid in our community has enough healthy food to eat at school.

If you wish to discuss this with a BB4CK staff member, please contact Bethany Ross at 403 689 2571 or bethany@bb4ck.org. If you are willing and able to support, please contact me directly using the information below.

Thank you so much for being a part of our vibrant community!

With thanks,

Your Name

Your Phone #

Your Email

Appendix 3: Additional Resources

Health and Safety

Environmental Public Health web page: <http://www.albertahealthservices.ca/3151.asp>

Government of Canada Food Safety: <http://healthycanadians.gc.ca/eating-nutrition/healthy-eating-saine-alimentation/safety-salubrite/index-eng.php>

Date Labelling on Pre-packaged Foods: <http://www.inspection.gc.ca/food/information-for-consumers/fact-sheets-and-infographics/date-labelling/eng/1332357469487/1332357545633>.

Food Allergy Canada: <http://foodallergycanada.ca>

Nutrition

Alberta Nutrition Guidelines for children and youth: <https://open.alberta.ca/publications/5906406>

Canada's Food Guide: <https://food-guide.canada.ca>

Alberta Healthy Living Resources: <https://www.alberta.ca/healthy-living-resources.aspx>

Additional Agency Resources

Calgary Food Bank, Food Link Program: <https://www.calgaryfoodbank.com/foodlink/>

Community Kitchen Program of Calgary: <https://www.ckpcalgary.ca/index.php/program-services/spinz-a-round>

Leftovers Food Rescue: <http://rescuefood.ca/>

Breakfast Club of Canada: <http://www.breakfastclubcanada.org/school-corner/apply-for-a-grant/grant-application-alberta>

CBE Fuel for School (select schools): <http://www.cbe.ab.ca/get-involved/partners/Pages/Fuel-for-School.aspx>

AHS School Breakfast Program Toolkit:
<http://www.albertahealthservices.ca/assets/info/nutrition/if-nfs-school-breakfast-program-toolkit.pdf>

AHS Collective Kitchens: <https://www.albertahealthservices.ca/nutrition/Page10990.aspx>

President's Choice Children's Charity:
https://www.presidentschoice.ca/en_CA/community/pccc.html

I Can for Kids: <https://www.icanforkids.ca/>